

**CENTRAL DISTRICT HEALTH DEPARTMENT  
BOARD OF HEALTH MEETING  
October 4, 2005**

**BOARD MEMBERS PRESENT:**

Dr. Martin Gabica, Chair  
Jane Young, RN, ND, CRNP  
Betty Ann Nettleton, RN

Phil Davis  
Steven Scanlin, JD, Trustee  
Kathy Holley, Secretary

**ABSENT:**

Fred Lawson

Mary Equisquiza, Vice-Chair

**CENTRAL DISTRICT HEALTH DEPARTMENT (CDHD) ATTENDEES:**

Janet Peck

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The Board of Health meeting was called to order at 7:10 p.m.

**CALL BOARD MEETING TO ORDER – Marty Gabica**

Dr. Marty Gabica, Chair called the meeting to order at 7:10 p.m. for a special session to interview, and discuss the hiring of a new director and meet with Russell Duke, the candidate.

**EXECUTIVE SESSION ID CODE 67-2345(a) – Board of Health**

Dr. Gabica stated we were now entering into Executive session for the purpose of discussing the hiring of a new director.

**Motion:** Mr. Scanlin moved and Dr. Young seconded to go into Executive Session, under Idaho Code 67-2345 (a), for the purpose of discussing personnel matters. By roll call vote individually (Young, Scanlin, Davis, Nettleton, and Gabica) the motion was carried unanimously.

**Motion:** Mr. Scanlin moved under Idaho Code 67-2345 (a) that we come out of Executive Session. Let the record show we made no decisions, discussed personnel matters and considered hiring a public officer. Jane Young seconded the motion. By roll call vote individually (Young, Scanlin, Davis, Nettleton, and Gabica) the motion was carried unanimously.

## REGULAR SESSION

### APPOINTMENT OF DIRECTOR – Marty Gabica

Now in regular session, Dr. Gabica reported the search committee was presenting a single candidate to the Board, Russell Duke to be the Director of Central District Health Department.

Dr. Gabica asked if there was any discussion regarding hiring Russell Duke.

**Motion:** Mr. Scanlin moved that the Board hire Russell Duke Director effective October 24<sup>th</sup> or earlier; Jane Young seconded; no discussion; all in favor; motion carried unanimously.

Mr. Scanlin stated, as an administrative note, Russell Duke will be offered a yearly salary of \$84K. Russell Duke with the assistance of Kathy Holley will institute the position of Deputy Director. The proposed pay for this position would be \$36 per hour.

**Motion:** Mr. Scanlin moved to establish a new Exempt Deputy Director position with pay at \$36 an hour; Dr. Young or Ms. Nettleton seconded; no discussion; all in favor; motion carried unanimously.

### FY06 BUDGET REVISION – Kathy Holley

Kathy Holley presented a budget revision to accommodate the new Director and Deputy Director. This revision also accommodates an additional Environmental Health Specialist and a Financial Technician.

<u>Expenditures</u>		<u>Revenue</u>	
Overlap in Directors	16,900	Increase fees in Land Dev	40,000
Add Deputy Director	70,200	Increase WIC contract	80,000
Add Financial Specialist	43,800	Increase Food Safety Train. Fee	5,000
Add EHS 2	45,600	Increase District vaccine fees	7,300
Change in Custodial staff	(13,000)	Increase FP & CentralCare fees	10,000
Decrease IT operating	<u>(50,000)</u>	Eliminate Infant Toddler Contract	<u>(28,800)</u>
Total:	113,000	Total:	113,000

### REVISION OF FY2005 CASH BASIS FUND STATEMENT – Kathy Holley

The 'Cash Basis Fund Statement' regarding 'Designated Funds' need to be adjusted due to an oversight in designation of funds. The approved Cash Basis Fund Statement did not include the designation to utilize reserve funds to pay for the 27<sup>th</sup> pay period of \$242,000. To accommodate this oversight, changes were made to reduce Designated Funds in other areas.

Designated for FY 06 Operating Budget:

27 <sup>th</sup> Pay Period cost \$242,000, net of adjustments	\$242,000
Increase in Sate Appropriation (final adjustment)	(17,000)

Designated Special Project Funds:

Central Kitchen for Senior Nutrition	\$ 34,000
<del>3 hybrid vehicles for Environmental Health</del>	<del>75,000</del>
2 hybrid vehicles for Environmental Health	50,000
<del>Storage building/Boise</del>	<del>200,000</del>
Building Repair/Maintenance/Improvement fund	27,694

Total Designated funds: \$336,694

We have removed the storage building from the capital project but will be investigating lease options.

Discussion ensued explaining how a 27<sup>th</sup> pay period comes about in a fiscal year. Dr. Gabica pointed out that The Fiscal Officer was asked to add a new line item to fund every year for that 14<sup>th</sup> year when the 27<sup>th</sup> pay period occurs. Dr. Gabica asked Kathy Holley to make sure that we add a line item to accommodate the 27<sup>th</sup> pay period.

Phil Davis questioned the increase in Land Base fees. Is it an increase in fees or more business and how our fees determined? Ms. Holley stated we have had large increase of developments.

**Motion:** Steve Scanlin moved that we adopt these changes to the FY2006 Budget and Cash Basis Fund Statement for FY2005 year-end report; Jane Young seconded; no discussion; all in favor; motion carried.

**POSITION OFFICIALLY OFFERED – Marty Gabica**

On behalf of the Board of Central District Health Department, Dr. Marty Gabica officially offered Russell Duke the position of District Director at a salary of \$84K. Dr. Gabica requested that Mr. Duke institute the formation of the Deputy Director position for the Department and bring the logistics of how this will work to the next meeting. The Board strongly suggested the Mr. Duke hires Cindy Trail, an existing in employee, for this position based on the search committee interview findings. The Board believes Ms. Trail would do a good job. The Board recommended that the salary be put at \$36 per hour. The Board has already amended the budget to accommodate this new position and has voted and approved the new Deputy Director position. The Board would like Mr. Duke to begin on October 24, 2005, or sooner if possible based on his current position. This will overlap with Kathy Holley a few days of orientation.

Dr. Gabica gave Mr. Duke the opportunity to ask questions; however, Mr. Duke felt many operational questions would be answered during his orientation with Kathy Holley. Mr. Scanlin asked Mr. Duke if he was prepared to give an answer tonight or if additional time would be needed. Russell requested that he be given a day or two before responding and inquired about entering into a contract for the Directors position. An example contract was provided for him to review, modify, delete, etc. and present back to Janet Peck, Human Resource, who would work with Dr. Gabica on finalizing the contract.

Phil Davis stated that Dr. Gabica should be given the authority to sign the contract and contact the Board of any major changes or when Mr. Duke has accepted the position.

**Motion:** Phil Davis made a motion to empower Dr. Gabica to sign the Director's contract; Betty Nettleton seconded; no discussion; all in favor; motion carried.

Mr. Duke clarified that he should work through Janet Peck and/or a three-way e-mail. By Thursday, Mr. Duke will give his response. Dr. Gabica told Kathy Holley that when Mr. Duke accepts the job, she would be able to make an announcement to the staff. In addition, we need to get a notification out to the other applicants. Dr. Gabica gave Janet Peck permission to come up with a letter and send it out without his approval.

Russell Duke thanked Kathy Holley for helping him through the process and the Board for making the decision to hire him. Dr. Gabica told Mr. Duke that the search committee was extremely impressed with his interview. The Board needs someone who can think on his feet and Mr. Duke's experiences and expertise show he can do just that. Steve Scanlin stated that there was tough competition among the large number of applicants received and Mr. Duke did a great job. The District is in a leadership position in the State and in the Nation. We are one of the seven Districts that are disasters preparedness certified and we hope to continue to be in the forefront. Kathy leaves huge shoes to fill. She has done a stunning job; however, we believe Russ can do the job.

Phil Davis invited Russell Duke to come out and visit all the Counties, preferably before budget season. Dr. Gabica gave Russell permission to contact Kathy Holley for assistance in this transition.

Dr. Gabica asked for final questions and/or discussion before closing and thus requested a motion for adjournment of this meeting.

Kathy Holley requested that the October 28, 2005 Board meeting be cancelled. Dr. Gabica agreed to cancel the October 28<sup>th</sup> meeting. The next Board of Health meeting will be on December 2, 2005.

## ADJOURN

**Motion:** Mr. Scanlin made a motion to adjourn; Jane Young seconded; all in favor; motion carried. The meeting adjourned at 9:15 p.m.

Respectfully submitted:

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Date:

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Dr. Marty Gabica, Chair

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Kathy Holley, Secretary

Addendum: Mr. Duke accepted the Director position on October 5, 2005. Ms. Trail accepted the Deputy Director position on the same day.